

*** Duxbury Free Library**
*** STORM CLOSING PROCEDURE**

*** MON-FRI SCHOOLS IN SESSION: MORNING STORM**

- If no school announced for Duxbury Public Schools, Library will open at NOON or later.
- By 8am, library phone system message will indicate anticipated opening or postponement.
- In event of power outage, library phone system will be down so staff will be called.
- WATD 95.9 will carry the announcement
- Director or **supervisor of the day* will contact pm staff AND meeting room groups.

*** SAT-SUN or NO SCHOOL DAY: MORNING STORM**

- Director or supervisor of the day will make determination of when or if to open.
- By 8am, phone system message will indicate anticipated opening or postponement.
- WATD 95.9 will carry the announcement.
- In event of power outage, staff will be contacted by phone.
- Director or supervisor will contact pm staff AND meeting room groups.

*** MON-FRI SCHOOLS IN SESSION: AFTERNOON STORM**

- Director or supervisor of the day will make determination of if or when to close.
- Director or supervisor will call Alden, DMS, DHS to request students not be sent to library.
- Director or supervisor will notify evening staff AND meeting room groups.
- Staff members should check for abandoned children, call their parents, have police dept. come for them if necessary.

*** SAT-SUN or NO SCHOOL DAY: AFTERNOON STORM**

- Director or supervisor of the day will make determination of when or if to close.
- Director or supervisor will notify evening staff AND meeting room groups.
- Staff members should check for abandoned children, call their parents, have police dept. come for them if necessary.

*** EVENING STORMS OR OUTAGES**

- Director or supervisor of the day (after checking with admin.) will make determination of when or if to close, then notify patrons.

*Supervisor of the day is the senior person on the shift. This person should attempt to call EW or DM for advice and to confirm closing the building.